







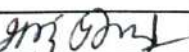
KENDRIYA VIDYALAYA SARNI WCL

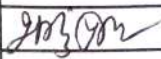





No.F.Committees/KVSarni/2024-25/


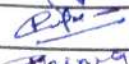
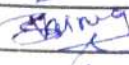
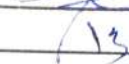
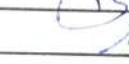

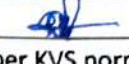
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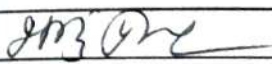


CLUBS & COMMITTEES

The following committees are hereby constituted for the academic session 2024-25. All the committee members are requested to contribute their best to the smooth functioning of the Vidyalaya.

Sr.No.	Name of the Committees	Member of committees	Signature
1	Academic and Administration Support Committee	Secondary Smt. Bharati Gujre. (PGT Chem.)	
		Mr. Manoj Ahirwar (PGT CS)	
		Mr. Sushil Bajaj (PGT Chem.)	
		Mr. Dhanraj Bhalerao (PGT English)	
		Mrs. Shobhana Sisodiya (TGT Maths)	
		Mr. Ganesh Wankhade (TGT Science)	
		Sh. Manoj Borse Primary (PRT)	
		Mr. Santosh Aware (PRT)	
		Ms. Aashi Thakur (PRT)	
Duties:-	a) The committee will help the principal in day to day academic and administrative matters. b) The committee can go through the circulars received form KVS RO Bhopal and KVS HQ New Delhi and other organizations and making necessary correspondence to KVS Bhopal) and other KVS (HQ) New Delhi and other organizations as per the directions of principal. c) Maintenance of CS-54, CS-11 and its verification once in a month. d) Verification of students attendance register to ensure the collection of fees from all the students. e) The committee further verify the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought at the notice of the principal immediately. f) To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN) g) Any other work assigned by the principal in day to day administrative and academic matter.		
2	Preparation for Academic Inspection	Secondary Smt. Bharati Gujre. I/c	
		Sh. Manoj Ahirwar	
		Sh. Manoj Borse	
Duties:-	a) The committee members will ensure copy correction as per the norms of KVS in all classes. b) The committee members will decide the special Assembly in coordination of CCA Incharge. c) The committee members will make separate time-table for the day of Inspection. D) The committee members will check the class room neat and clean.		
3	Announcement Committee	Secondary Sh. Manraj Meena I/c	
		Sh. S. P. Dandayat	
		Sh. Somnath Waghmare	
		Primary Sh. Shwetank Mishra I/C	
		Ms. Anjali Chauhan	
Duties:-	a) All the will ensure the assembly up to the mark. b) They will ensure to finish the assembly within 20 minutes. c) The I/Cs will make a schedule of various activities to be conducted in the assembly. d) All the members will ensure to commemorate all the special days including the anniversaries of great leaders of India.		

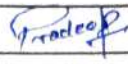

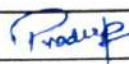


4	Morning Assembly & Flag Hoisting and Retreating Committee	Sh. Rahul Singh Gurjar I/c	
		Sh. Manraj Meena	
		Sh. S. P. Dandayat	
		Sh. Somnath Waghmare	
		Primary Sh. Shwetank Mishra I/C	
		Ms. Anjali Chauhan	
uties:-	a) The I/C will ensure proper hoisting of the flag and retreating the same before the sun sets. b) They will ensure the National Anthem is properly sung. c) If in unavoidable situations the I/Cs remain absent, they will hand over the duties to their subordinates.		
5	Vidyalaya Safety & Security Committee.	Smt. Ranu Choukikar I/C	
		Sh. Rahul Singh Gurjar	
		Sh. Ganesh Wankhade	
		Sh. Keshav Tiwari	
		Sh. Santosh Aware	
		Ms. Anjali Chouahan	
		Counsellor	
		Sports Coach	
		Yoga Coach	
uties:-	a. Implementation of standard operating procedures in Vidyalaya (SOP). b. To monitor the work of watch and ward services. c. To monitor and maintain CCTV surveillance system in school d. To monitor the up keep of school building. e. To monitor the police verification of all staff engaged on contract/outsourcing. f. All the members will ensure safety exit of the students from the school building.		
6	Admission committee	Sh. Atul Gupta I/c	
		Sh. Manoj Ahirwar	
		Sh. Somnath Waghmare	
		Sh. Krishna Murari	
		Smt. Lalita Devi	
		Sh. Vaibhav Pote	
		Class Teachers of Class I & XI	
uties:-	a) To give wide publicity about online/offline admission procedure by facilitation centre/helpline b) To administer the admission test and preparation of merit list as per admission guidelines by The KVS in respect of offline for classes IX and above. c) To take the approval of VMC Chairman before the release of the merit list prepared online/offline. d) Maintenance of admission register e) Admission of candidates based on KV TC as per KVS norms. f) All the members will maintain a record of admissions taking place in any class. g) If in unavoidable situations the I/Cs remain absent, they will hand over the duties to their subordinates.		

7	Examination Committee	Sh. Dhanraj Bhalerao I/c- Secondary Internal	
		Sh. Rupesh Soni	
		Sh. Vishnu Bairwa	
		Sh. Kiran Savale	
		Sh. Sushil Bajaj I/c -CBSE/Outside Exams/NEET/NIOS	
		Smt. Bharati Gujre	
		Sh. Bhanu Pratap Kushwah	
		Sh. Santosh Aware I/c- Primary	
		Sh. Vaibhav Pote	
	Ms. Rachna Kumari Rawat		
Duties:-	<p>a) To prepare an action plan for conducting monthly test for class X/XII unit test, HYE, SEE as per KVS norms.</p> <p>b) To collect the question paper along with blue print, design, marking scheme for the UT/HYE/SEE and to preserve them for inspection purpose.</p> <p>c) To procure the result register, progress reports. Certificate of school based evaluation and other stationery well in advance by giving requisition to the principal well in advance.</p> <p>d) To conduct the admission test for (candidates who are taking fresh admissions) all the classes in consultation with Admission In charge.</p> <p>e) Declaration of results as per KVS schedule.</p> <p>f) To place all the records pertaining to examination before the member of panel inspection team or other officials.</p>		
BSE:	<p>a) To correspond with CBSE for all CBSE assigned work</p> <p>b) To send all the required information sought by CBSE / KVS or any other Deptt. related to CBSE exam results etc</p> <p>c) To ensure timely completion of registration and LOC assignment etc</p> <p>d) To conduct CBSE exams in the Vidyalaya smoothly and fairly</p> <p>e) To issue marks statements, passing certificates etc to the students.</p>		


8	PTA Committee	Sh.Dhanraj Bhalerao I/C-Secondary	
		Sh. Rupesh Soni	
		Sh. Santosh Aware I/C-Primary	
		Sh. Vaibhav Pote	
Duties:-	<p>a) The I/Cs will keep the record of all PTMs.</p> <p>b) They will ensure 100 % parents to attend for the meeting.</p>		
9	Co-Curricular Activities (CCA)	Sh.Manraj Meena I/c-Secondary	
		Sh. S. P. Dandayat	
		Sh. Somnath Waghmare	
		Sh. Shwetank Mishra I/c-Primary	
		Ms. Anjali Chauhan	
Duties:-	<p>a) The I/Cs will prepare a calendar of Co-curricular activities to be conducted in the Vidyalaya.</p> <p>b) The members will ensure to divide the students in each house equally.</p> <p>c) The members may call outsider juries for some special activities.</p> <p>d) They will ensure maximum participation of the students in the activities.</p> <p>e) They will maintain the record of all the activities with the signature of the principal and the judges.</p>		
10	Students Council	Sh. Manraj Meena I/c	
		Sh. Somnath Waghmare	

10	Students Council	Sh. Manraj Meena I/c	
		Sh. Somnath Waghmare	
		Sh. S. P. Dandayat	<i>gmy</i>
		Class Teachers of XII	
Duties:-	<p>a) Select appropriate students of class XII and class XI in coordination with all the PGTs and House Masters.</p> <p>b) The members will decide appropriate date for Oath Taking/Investiture Ceremony.</p> <p>c) The committee members will ensure the activities of Students' Council should be taken under their guidance.</p>		
11	Time Table Committee	Mrs. Bharati Gujre I/c-Secondary	
		Mrs. Shobhana Sisodiya	
		Mr. Kiran Sawle	13
		Smt. Santosh Aware I/C Primary	
		Sh. Rithwik Vishal Dube	
Duties:-	<p>a). To prepare the class time table and teachers time table as per KVS norms.</p> <p>b). To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of principal and KVS..</p> <p>c). To prepare the special time table for remedial teaching (weak students in all classes).</p> <p>d). To give arrangement work for the teachers.</p> <p>e). To display copy of arrangement work in the notice board.</p> <p>f). Preparation of part time teachers' salary statements and to affix their signature as a token of verifying the attendance of contractual teachers.</p>		
12	Discipline Committee	Smt. Bharti Gujre I/c-Secondary	
		Sh. Rahul Singh Gurjar	
		Sh. Saurabh Soni	
		Sh. Bhanu Pratap Kushwah	
		Smt. Arpana Chouhan	
		Sports Coach	
		Counsellor	
		Yoga Teacher	
		Sh. Manoj Borse I/c-Primary	<i>Shankar</i>
		Smt. Aashi Thakur	
		Sh. Ashutosh Tiwari	
Duties:-	<p>a) To check personal turn of students during assembly .</p> <p>b) To check the late comers during morning assembly.</p> <p>c) To observe the behaviour of students inside and outside class room.</p> <p>d) To ensure provision of out pass in all classes and their utilization.</p> <p>e) To initiate proper action as per KVS norms against indiscipline students.</p>		
13	Drinking Water Arrangement Committee	Sh. Keshaw Tiwari I/c	
		Smt. Shobhana Sisodiya	
		Sh. S. P. Dandayat	<i>gmy</i>
		Sh. Pradip Kumar Parmar	
		Sh. Santosh Aware.	

Duties:-	a. To ensure the proper functioning of Water Filters installed in school building. b. To ensure the cleaning of overhead tanks in school building. c. To ensure the chlorination of water stored in tanks after cleaning. d. To ensure the proper functioning of water drainage.																
14	Cleanliness Committee	<table border="1"> <tr><td>Smt. Ranu Choukikar I/c Secondary</td><td></td></tr> <tr><td>Sh. Kiran Kumar Savale</td><td rowspan="2">13</td></tr> <tr><td>Sh. Pradeep Singh Parmar</td></tr> <tr><td>Sh. Bhanu Pratap</td><td></td></tr> <tr><td>Sh. Lalita Devi I/c-Primary</td><td></td></tr> <tr><td>Sh. Vaibhav Pote</td><td></td></tr> <tr><td>Ms. Rachna Kumari Rawat</td><td></td></tr> <tr><td>Ms. Anjali Chauhan</td><td></td></tr> </table>	Smt. Ranu Choukikar I/c Secondary		Sh. Kiran Kumar Savale	13	Sh. Pradeep Singh Parmar	Sh. Bhanu Pratap		Sh. Lalita Devi I/c-Primary		Sh. Vaibhav Pote		Ms. Rachna Kumari Rawat		Ms. Anjali Chauhan	
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Sh. Lalita Devi I/c-Primary																	
Sh. Vaibhav Pote																	
Ms. Rachna Kumari Rawat																	
Ms. Anjali Chauhan																	
Duties:-	a). To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.. b). To ensure the provision of dustbins in all the class rooms. c). To appraise the Principal about the cleanliness of school building from time to time. d) To monitor the work of sweepers and prepare the record of cleanliness of toilets and water tanks. e) To procure the material for cleaning as- brooms, phenyl, acids etc.in consultation with principal.																
15	Gardening committee	<table border="1"> <tr><td>Sh. Bhanu Pratap Singh I/c</td><td></td></tr> <tr><td>Mrs. Arpana Chauhan</td><td></td></tr> <tr><td>Ms. Aashi Thakur</td><td></td></tr> </table>	Sh. Bhanu Pratap Singh I/c		Mrs. Arpana Chauhan		Ms. Aashi Thakur										
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Mrs. Arpana Chauhan																	
Ms. Aashi Thakur																	
Duties:-	a). To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. b). To procure ornamental plants and other fruit bearing plants in consultation with principal. c). To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. d) To procure fertilizers, manure, pesticides in consultation with principal. e). Preparation of placards in different areas of garden. f). Celebration of Vanamahostava in consultation with principal and forest dept.																
16	Beautification committee	<table border="1"> <tr><td>Sh. Bhanu Pratap Singh I/c</td><td></td></tr> <tr><td>Sh. Ganesh Wankhade</td><td></td></tr> <tr><td>Mrs. Arpana Chauhan</td><td></td></tr> <tr><td>Ms. Aashi Thakur</td><td></td></tr> </table>	Sh. Bhanu Pratap Singh I/c		Sh. Ganesh Wankhade		Mrs. Arpana Chauhan		Ms. Aashi Thakur								
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Sh. Ganesh Wankhade																	
Mrs. Arpana Chauhan																	
Ms. Aashi Thakur																	
Duties:-	a). To display the articles/quotations in the corridors and class rooms. b). To fix bulletin board in the class room for display of educational charts. c). To decorate the corridor and common areas with paintings photographs of National leaders, Scientists etc. d). To ensure the display of material in the bulletin boards.																
17	Furniture & Fixtures	<table border="1"> <tr><td>Sh. Ganesh Wankhade I/c</td><td></td></tr> <tr><td>Sh. Keshav Tiwari</td><td></td></tr> <tr><td>Sh. Pradeep Singh Parmar</td><td></td></tr> <tr><td>Sh. Shwetank Mishra</td><td></td></tr> <tr><td>Sh. Pradeep</td><td></td></tr> </table>	Sh. Ganesh Wankhade I/c		Sh. Keshav Tiwari		Sh. Pradeep Singh Parmar		Sh. Shwetank Mishra		Sh. Pradeep						
Sh. Ganesh Wankhade I/c																	
Sh. Keshav Tiwari																	
Sh. Pradeep Singh Parmar																	
Sh. Shwetank Mishra																	
Sh. Pradeep																	
Duties:-	a). To maintain room wise/dept. wise distribution of furniture. b). To take initiative to see that the broken furniture repaired. c). To Prepare the list of broken furniture which are to be condemned. d). To see that the school furniture is to be replaced in class rooms/dept. after school functions sports day, Republic day, Annual Day, Independence day or any other function).																


18	Maintenance and Repair of School building	Sh. Keshav Tiwari I/c	
		Sh. Bhanu Pratap Kushwah	
		Smt. Shobhana Sisodiya	
		Sh. Pradeep Singh Parmar	
		Sh. Rhitwik Dube	
		Sh. Pradeep	
Duties:-	a). To maintain a register related with deficiencies noted in the Vidyalaya building. b). To undertake maintenance of school building on war footing basis. c). To procure the material required by following purchase procedure d). To employ skilled labour for various works in consultation with principal and to make the payments as per the State Govt./central Govt. norms. e). To maintain the labour register.		
19	Electrical Management Committee	Sh. Keshav Tiwari I/c	
		Sh. Kiran Savale	
		Sh. Rhitwik Dube	
		Sh. Pradeep	
Duties:-	a). To maintain a register related with deficiencies noted in the Vidyalaya building. b). To undertake maintenance of school building on war footing basis. c). To procure the material required by following purchase procedure d). To employ skilled labour for various works in consultation with principal and to make the payments as per the State Govt./central Govt. norms. e). To maintain the labour register.		
20	P.A. System (Mike & Sound Arrangement) Committee	Sh. Keshav Tiwari I/c	
		Sh. Somnath Waghmare	
		Sh. Kanchan Ghatode	
		Sh. Rithwik Vishal Dube	
Duties:-	a) Before the assembly starts the members will keep the system ready. b) They will check all the mikes working. c) They will ensure the mike system to be prepare for the functions. d) After the function is over they will see to keep the system as is it is. e) As per requirement they can demand for the new system with prior permission of the principal.		
21	Reception & Guard of Honour Committee	Smt. Bharati Gujre	
		Smt. Ranu Coukikar	
		Sh. Kiran Savale	
		Sh. Bhanu Pratap Kushwah	
		Mrs. Shobhana Sisodiya	
		Ms. Aashi Thakur	
		All the Scout and Guide Masters.	
Duties:-	a) To ensure minimum enrolment (50%) in the movement before 31st August b) To organize investiture ceremony for the new recruits c) To conduct the parade after school hours and class on every Thursday. d) To train the students for Pratham / Dwetiya / Tritiya / Raj Puraskar / Rasthrapati / Pratham Charan / Dwitiya Charan / Tritiya Charan / Chaturtha Charan e) To issue the merit certificate after the conduct of test f) Celebration of thinking day g) To procure the uniform for Scouts / Guides who are involved in Guard of Honor.		




22	Refreshment Committee	Sh. Rupesh Soni I/c	<u>P. S.</u>
		Smt. Ranu Choukikar	
		Sh. Santosh Aware	
		Ms. Aashi Thakur	
a) The members will ensure refreshment of the guest as and when required. b) They will keep all the utensils ready, so that we can use the same any time. c) They will keep separate register to maintain their expenditure and time to time get approved by the principal.			
23	Teaching Aid (TLM)	Sh. Saurabh Soni I/c	
		Sh. Kiran Savale	13
		Sh. Santosh Aware Primary	
		Mrs. Lalita Devi	<u>P.</u>
Duties:-	a). To motivate children to prepare projects/model based on country/state allotted to the region b). The members will ensure to keep the record of all teaching aids. c) They will motivate the teachers to use teaching aids in their classes. d) They will motivate the students to make some teaching aids on their own.		
24	Scout & Guide/ Cub Bulbul committee	Mr. Manraj Meena I/c	
		Mr. Atul Gupta	<u>Atul</u>
		Sh. Bhanu Pratap Singh	
		Sh. Kiran Savale	13
		Smt. Ranu Choukikar Mr. Vaibhav I/c Cubs	<u>P. S.</u>
		Sh. Rupesh Soni	<u>P. S.</u>
		Mrs. Shobhana Sisodiya Mr. Kanchan	
		Sh. Manoj Borse	<u>Manoj</u>
		Ms. Aashi Thakur I/c Bulbuls	
		All the scouts, Guides, Cubs and Bulbuls.	
Duties:-	a) To ensure minimum enrolment (50%) in the movement before 31st August b) To organize investiture ceremony for the new recruits c) To conduct the parade after school hours and class on every Thursday. d) To train the students for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rasthrapati / Pratham Charan / Dwitiya Charan / Tritiya Charan / Chaturtha Charan e) To issue the merit certificate after the conduct of test f) Celebration of thinking day g) To procure the uniform for Scouts / Guides who are involved in Guard of Honor.		
25	Critical & Creative Thinking (CCT) PISA	Sh. Manoj Ahirwar	<u>Manoj</u>
		Sh. Atul Gupta	<u>Atul</u>
		Sh. Somnath Waghmare	
		Sh. Rupeah Soni	<u>P. S.</u>
		Sh. Vishnu Bairwa	<u>Vishnu</u>
		Sh. Manoj Borse	<u>Manoj</u>
		Sh. Vaibhav Pote	<u>Vaibhav</u>
Duties:-	a) The members will check the schedule of PISA test and accordingly take the tests. b) The members will 100% participation of the students in all the tests. c) They will maintain the records of marks. d) They will provide appropriate materials to the teachers.		

26	CMP committee	Sh. Manoj Borse I/c	
		Sh. Santosh Aware	
		Sh. Ashutosh Tiwari	
Duties:-	<p>a). To ensure the implementation of CMP as per KVS norms. b). To take the requirement of TLM from teachers well in advance every month. c). to procure TLM from the local market by taking an amount of Rs. 2000/- every month. d). To ensure the distribution of TLM to all the teachers as per requirements. e). To maintain a register reflecting TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement. f) To maintain the register reflecting the no. of work sheets prepared by the teachers subject wise.</p>		

27	Awakened Citizen Programme	Sh. Saurabh Soni I/c	
		Sh. Manraj Meena	
		Sh. Shobhana Sisodiya	
		Sh. Atul Gupta	
		Sh. Rupesh Soni	
		Sh. S P Dandayat	
		Sh. Somnath Waghmare	



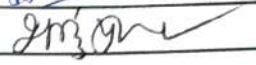

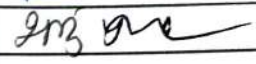



Duties:-	<p>a) The members will keep the record of Awaken Citizen Programme classes that they are taking in their respective classes. b) They make arrangement of period in their own time table. c) On the day of Inspection (ACP) they will make the arrangement for the inspectors and their Lunch. d) To collect the Data and send the report to RO. e) To ensure the completion of all courses assigned by kvs or CBSE.</p>		
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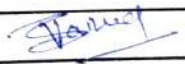


28	Pupil Society	Sh. Manraj Meena I/c	
		Sh. S P Dandayat	
		Sh. Saurabh Soni	
		Sh. Somnath Waghmare	

29	Guidance & Counselling	Sh. Manoj Ahirwar I/c	
		Sh. Saurabh Soni	
		Sh. S P Dandayat	
		Sh. Rupesh Soni	
		Counsellor	
		Nurse	

30	Adolescent Education Programme committee	Mrs. Bharati Gujre I/c	
		Smt. Ranu Choukikar	
		Yoga Teacher	
		Counsellor	





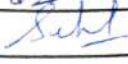


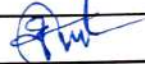



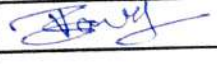

Duties:-	<p>a) The members will conduct meeting with girls and boys separately. b) The members will conduct meeting with the students to provide accurate knowledge to students about process of growing up, HIV/AIDS and Substance-Abuse. c) They will develop value enhanced Life-Skills for coping and managing concerns of Adolescence through Co-Curricular activities to students.(CCA).</p>		
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31	Medical Facility committee	Mrs. Ranu Choukikar I/c	
		Sh. Ganesh Wankhade	
		Sh. Rahul Singh Gurjar	
		Smt. Lalita Devi	
		Sh. Shwetank Mishra	
32	First Aid Committee	Sh. Rahul Singh Gurjar I/c	
		Sh. Ganesh Wankhade	
		Doctor:	
		Nurse:	
33	Web Site updating & Registraion & working on online portals like swyam, diksha, etc.	Sh. Manoj Ahirwar I/c	
		Sh. S.P. Dandayat	
		Computer Instructor	
		Data Entry Operator	
		All Class Teachers	
34	Social Media handling	Sh. Manoj Ahirwar	
		Sh. S.P. Dandayat I/c	
		Computer Instructor	
		Sh. Vaibhav Pote	
35	UBI Fee Portal Management	Sh. Manoj Ahirwar I/c	
		Sh. Saurabh Soni	
		Sh. Vaibhav Pote	
		Computer Instructor	
		All Class Teachers	

36	Scholarship / SSSMID / UDIES / DCF committee	Sh. Saurabh Soni I/c	
		Computer Instructor	
		Data Entry Operator	
		Sh. Vishnu Bairwa	
		Sh. Manoj Borse	
37	Games & Sports committee	Sh. Rahul Singh Gurjar I/c-Secondary	
		Sh. Bhanu Pratap Singh	
		Sh. Krishna Murari	
		Sports Coach	
		Yoga Teacher	
		Sh. Santosh Aware I/c- Primary	

Duties:-

- To prepare annual plan for the conduct of the inter house competition in Sports / Games
- To prepare the list of prize winner in various inter house competition
- To procure the prizes for the prize winners
- To plan the celebration of annual sports day in consultation with principal
- To encourage the students to participate in the competitions organized by the state Govt.

38	Adventure & Excursion Committee	Sh. Rahul Singh Gurjar I/c	
		Sh. Dhanraj Bhalerao	
		Smt. Aparna Chauhan	
		Sh. Rupesh Soni	
		Sh. Manoj Borse	
		Sh. Anjali Chauhan	
39	Nature/Eco Club & Standard Club	Mrs. Bharati Gujre I/c	
		Mr. Manoj Ahirwar	
		Mr. Sushil Bajaj	
		Sh. Ganesh Wankhade	
40	Library committee	Sh. Saurabh Soni I/c	
		Sh. Manraj Meena	
		Mrs. Shobhana Sisodiya	
		Sh. Vishnu Bairwa	
		Sh. Manoj Borse	
Duties:-	a) The meeting is to be convened at least once in a month b) Committee will submit the list of books to be procured subject wise in the beginning of academic session c) To ensure review of Books d) To inculcate reading habits among the staff & children e) To organize books exhibition on important occasions.		
41	Literary Club	Sh. Saurabh Soni I/c	
		Sh. Dhanraj Bhalerao	
		Sh. Manraj Meena	
		Sh. Krishna Murari	
		Sh. Somnath Waghmare	
		Sh. Vishnu Bairwa	
		Sh. Pradeep Singh Parmar	
		Sh. Kiran Savale	
		Sh. Aashi Thakur	
Duties:-	a) To develop the language skills like reading, writing, speaking, listening skills among the students b) To develop the proper reading habits among the children. c) To give required guidance in the planning and execution of project to students d) To encourage the use of Audio Visual aids in teaching learning process e) To conduct the language games during the teaching periods. f) To preserve the projects prepared by the children. g) To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech. h) The members will make a separate board to display the activities of the Vidyalaya flashed in the News papers.		
42	Rajbhasha Committee	Sh. Manraj Meena I/c	
		Sh. Vishnu Bairwa	
		Sh. Pradeep Singh Parmar	
		Sh. Krishna Murari	


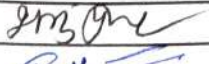
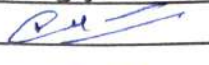


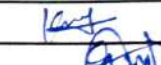




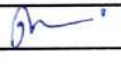


43	Integrity Club & Value Education Committee	Sh. S.P.Dandayat I/c	[Signature]
		Ms. Ranu Choukikar	
		Sh. Kiran Salve	
		Smt. Lalita Devi	
		Ms. Aashi Thakur	
		All the Scouts and Guide masters.	
44	Vidyalaya Magazine Committee	Sh. Manraj Meena I/c	[Signature]
		Sh. Dhanraj Bhalerao	
		Sh. Vishnu Bairwa	
		Sh. Pradeep Singh Parmar	
		Sh. Somnath Waghmare	
		Sh. Bhanu Pratap	
		Sh. Kiran Salve	
		Sh. Krishna Murari	




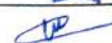



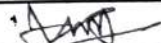




Duties:- a) a). Editorial board will invite and select the articles for the class magazine. These articles are to be arranged section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section. Editorial board can invite the article from teachers' side also.

c). School magazine should contain total 82 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.

d). The editorial board should make effort to bring about the school magazine in the month of October 2019 (School Magazine 2019-20).

45	Photography Committee	Sh. Bhanu Pratap Singh I/C	[Signature]
		Sh. S.P.Dandayat	
		Sh. Rithwik Dube	
46	Press Coverage & committee	Sh. S.P.Dandayat I/C	[Signature]
		Sh. Kiran Savale	
		Sh. Manoj Borse	
		Sh. Vaibhav Pote	
47	ATL Tinkering Lab	Sh. Manoj Ahirwar I/c	[Signature]
		Sh. Sushil Bajaj	
		Sh. Ganesh Wankhade	
		Sh.....PGT Bio	
48	Physics Lab committee	Mrs. Ranu Choukikar I/c	
		Sh.PGT Phy.	
49	Chemistry Lab Committee	Mrs. Bharati Gujre I/c	[Signature]
		Sh. Sushi Bajaj	
50	Maths' Lab committee	Mr. Atul Gupta I/c	
		Mrs. Shobhana Sisodiya	
		Mrs. Aparna Chauhan	
51	Biology Lab committee	Sh.PGT Bio	
		Sh. Ganesh Wankhade I/c	
52	E-Class Room committee	Sh. Manoj Ahirwar I/c	[Signature]
		Sh. Rupesh Soni	
		Smt. Somnath Waghmare	

53	Olympiad/Science Exhibition/NCSC committee	Mrs. Bharati Gujre I/c	
		Sh. Manoj Ahirwar	
		Sh. Sushil Bajaj	
		Mrs. Ranu Chokikar	
		Sh. Ganesh Wankhade	
		All Science Teachers.	
54	Ek Bharat Shreshtha Bharat Committee	Sh. S.P.Dandayat I/c	
		Sh. Rupesh Soni	
		Sh. Manraj Meena	
		Sh. Dhanraj R Bhalerao	
		Sh. Vishnu Bairwa	
		Sh. Pradeep Singh Parmar	
		Sh. Bhanu Pratap	
Duties:-	a) To ensure the activities as per calendar of KVS. To inform the students for activities timely.		
	b) To Send the reports timely. To Upload the photos on e mail and gov. portal.		
55	Alumni Association Committee	Mrs. Krishna Murari I/c	
		Dr. Dhanraj Bhalerao	
		Sh. S P Dandayat	
		Sh. Rupesh Soni	
56	RTI committee	Mrs. Bharati Gujre	
		Sh. Manoj Ahirwar I/c	
57	Salary Demand (Fund Requisition), Salary & Arrears Preparation & Payment	Sh. Prasoon Jain I/c	
		Sh. Arjeet Bhatnagar	
		Sh. Atul Gupta	
58	Income Tax Calculation, TDS and Quarterly Return	Sh. Atul Gupta - I/c	
		Mr. Vaibhav Pote	
		Sh. Arjeet Bhatnagar	
59	Cash Book Preparation, Digital Payment Report & MIS report	Sh. Prasoon Jain I/c	
		Sh. Arjeet Bhatnagar	
60	School Fund Payment & Related Work	Sh. Prasoon Jain I/c	
		Sh. Arjeet Bhatnagar	
61	VVN Payment and & Related Work	Sh. Prasoon Jain I/c	
		Sh. Arjeet Bhatnagar	
62	Petty Cash Book & Postal Expenses	Sh. Prasoon Jain I/c	
		Sh. Arjeet Bhatnagar	
63	Talley	Sh. Prasoon Jain I/c	
		Sh. Arjeet Bhatnagar	
64	Annual Accounts & Annual Budget	Sh. Prasoon Jain I/c	
		Sh. Arjeet Bhatnagar	
		Sh. Atul Gupta	

65	Preparation for Audit	Sh. Prasoon Jain I/c	
		Sh. Arjeet Bhatnagar	
		Sh. Manoj Borse	
66	Audit & Compliance of Audit Report	Sh. Prasoon Jain I/c	
		Sh. Arjeet Bhatnagar	
		Sh. Manoj Ahirwar	
67	TA/DA, Medical Bill, CEA & Other Claims of staff	Sh. Prasoon Jain I/c	
		Sh. Arjeet Bhatnagar	
68	Service Book Updation, Leave Records & Attendance Register Attendance of Conservancy.	Sh. Prasoon Jain I/c	
		Sh. Arjeet Bhatnagar	
		Sh. Krishna Murari	
		Sh. Vaibhav Pote	
69	Contractual Teachers Interview, Preparation of Panel & Calling candidates	Mrs. Bharati Gujare I/C	
		Sh. Manoj Ahirwar	
		Sh. Sushil Bajaj	
		Sh. Dhanraj Bhalerao Sh. Rupesh Soni Sh. Manoj Borse	
70	Students Enrolment Position & Vacancy Position	Sh. Prasoon Jain I/c	
		Sh. Arjeet Bhatnagar	
		All Class Teachers.	
71	Issuing of TC & Character Certificate, Returning Birth Certificate, Corrections	Sh. Prasoon Jain I/c	
		Sh. Arjeet Bhatnagar	
		Sh. Santosh Aware	
		Sh. Shwetank Mishra	
72	Local Purchase Committee	Sh. Bharati Gujre I/c	
		Sh. Dhanraj Bhalerao	
		Sh. Saurabh Soni	
		Sh. Manoj Borse	
		Ms. Aashi Thakur	
		Stock Holders	
73	Procurement through GEM Tender/Quotation verifying committee	Sh. Manoj Ahirwar- I/c	
		Sh. Prasoon Jain	
		Sh. Arjeet Bhatnagar I/c	
		Mrs. Bharati Gujre	
		Sh. Manoj Borse	
		Sh. Prasoon Jain	
74	SC/ST Grievance Redressal Committee	Sh. Dhanraj R Bhalerao I/c	
		Sh. Ranu Choukikar	
		Sh. Manraj Meena	
		Sh. Ganesh Wankhede	

75	Sexual Harassment Redressal Committee	Smt. Bharati Gujre I/c	<i>Suhil</i>
		Sh. Sushil Bajaj	
		Mrs. Ranu Choukikar	
		Sh. Manoj Borse	
		Smt. Lalita Devi	
76	Suggestion Box & Internal Complaint Redressal Committee	Counsellor	<i>Pe</i> <i>Manoj</i> <i>Pe</i>
		Mrs. Bharati Gujre I/C	
		Mr. Rupesh Soni	
		Mr. Manoj Borse Mrs. Lalita Devi	
77	Condemnation Committee	Sh. Manoj Ahirwar I/c	<i>Manoj</i> <i>Pe</i>
		Sh. Mrs. Bharati Gujre	
		All Stock Holders	
78	Staff Meeting & Minutes Recording	Sh. Somnath Waghmare	<i>Manoj</i>
		Sh. Vishnu Bairwa	
79	Subject Committees:		
A	Science	Sh. Bharati Gujre I/c	<i>Manoj</i> <i>Suhil</i>
		Sh. Manoj Ahirwar	
		Sh. Sushil Bajaj	
		Mrs. Ranu Choukikar	
		Sh. Ganesh Wankhade	
B	Maths	Sh. PGT Bio	<i>Manoj</i>
		Sh. Atul Gupta I/C	
		Smt. Shobhana Sisodiya	
C	Social Science	Smt. Aparna Chauhan	<i>Manoj</i> <i>Pe</i> <i>Manoj</i>
		Sh. S.P. Dandayat I/C	
D	English	Sh. Rupesh Soni	<i>Manoj</i> <i>13</i>
		Sh. Dhanraj R Bhalerao I/c	
		Sh. Somanath Waghmare	
		Sh. Kiran Savale	
E	Hindi/SKT	Sh. Aashi Thakur PRT	<i>Manoj</i> <i>Manoj</i>
		Sh. Manraj Meena I/c	
		Sh. Vishnu Bairwa	
		Sh. Krishna Murari	
		Sh. Pradeep Singh Parmar PRT	

Note- All the in charges are advised to co-ordinate with the members and ensure to accomplish the assigned duties timely.

Prashant
29/12/23
Prashant Pelw
Principal